Virginia Preschool Initiative Grant Application
For Fiscal Year 2007

Instructions For Downloading and Using the Excel Template

A downloadable Excel file was created to facilitate the collection of Virginia Preschool Initiative application data used by the Department of Education. All of the required application forms, including the required certification form, are included in this Excel template. The Excel file is located on the department's Web site and can be downloaded from the following address:

http://www.doe.virginia.gov/VDOE/Instruction/Elem_M/early/preschoolinitiative.html.

This address brings you to the Office of Instruction's "Virginia Preschool Initiative" Web page. To download the Excel file, click on the "Excel Template" cell located next to the heading labeled "Virginia Preschool Initiative Application for Fiscal Year 2007." You may also access the template by logging onto the department's Web site at http://www.doe.virginia.gov. From this home page, select the drop-down box in the upper right hand corner titled "DOE Offices," then select "Instruction," then select "Elementary Instructional Services," then select "Early Childhood Education," then select "Virginia Preschool Initiative," and then click on the "Excel Template" option for the Virginia Preschool Initiative data collection. Please follow the steps below to access the file from the Web site:

If you are using Internet Explorer as your Internet browser:
To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the link for the FY 2007 Virginia Preschool Initiative "Excel Template."

2. Select "Save Target As" and save the file to your local drive. (Note: The file will be renamed once you select your school division from the drop-down box. Make sure you do not change the file name assigned to your file.)

3. Once the file is saved, close Internet Explorer and open the file using Excel.

4. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

* If you are prompted with a Microsoft Visual Basic error, please see instructions below on adjusting macro security levels.

If you are using <u>Mozilla Firefox</u> or <u>Netscape</u> as your Internet browser:
To download the Excel file using Netscape:

1. Click on the link for the FY 2007 Virginia Preschool Initiative "Excel Template."

2. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.

3. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros.

4. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

* If you are prompted with a Microsoft Visual Basic error, please see instructions below on adjusting macro security levels.

Please follow the steps below if you are prompted with a <u>Microsoft Visual Basic error</u> alerting you to disabled macros.

1. Select the "Tools" menu from the drop-down options at the top of the spreadsheet.

2. Select "Macro," then select "Security."

3. Set the security level at "Medium." This will give you the option to disable or enable macros.

4. You may have to exit out of the spreadsheet and reopen the file for the macro security changes to take effect.

5. When accessing the calculation templates from the Department of Education, you must click on the "ENABLE MACROS" button before using the spreadsheets.

The Excel file consists of three spreadsheets. Each spreadsheet must be completed in full for the next spreadsheet to become visible for data entry. The yellow-shaded cells on each

spreadsheet must be completed in order for you to proceed to the next section of the workbook.

The first spreadsheet, labeled "1. Agency Identification & Budget Calculator," requires you to select your school division from the drop-down menu. Click on the arrow (▼) to display a listing of school divisions. Scroll down the list and click on your school division. Doing this will immediately save the application to the following location on the C:\ drive of your computer:

<u>C:\DOE_DATA\Virginia Preschool Initiative Application</u>

Please note this file location, as you will need to e-mail the saved file to the department once the application is completed.

The file will require confirmation that you have selected the correct school division. If you have selected the correct school division, click "yes" to confirm your selection. If you have incorrectly selected a school division that is not your own, you will need to restart the file and reselect the correct school division.

Please complete the worksheet in full. All yellow-shaded cells must be completed. The "Budget Calculator" included at the bottom of the page is provided to you as a way to estimate state and local shares of funding for the Virginia Preschool Initiative based on the number of students entered into the file as participating in the program for fiscal year 2007. Please note that the local projected number of students participating cannot exceed the Department of Education's projection.

Once you have completed the worksheet, you may click on the

Click Here to Proceed With The Virginia Preschool Initiative Application

button to proceed to the next worksheet. You will not be able to proceed if any of the yellow-shaded cells are incomplete.

The second spreadsheet, labeled "2. Program Summary," requires you to enter the number of VPI classrooms, schools or centers, teachers, and paraprofessionals, as well as answering questions about the program offered. Again, all yellow-shaded cells must be completed in order for you to be able to proceed to the certification page.

You must click at least one (but may click more than one) of the check boxes in the sections titled "Type of Schools or Centers," "Curriculum," and "Test Evaluation Design."

Once you have completed the worksheet, you may click on the

Click Here to Certify Your Virginia Preschool Initiative Application

button [   ] to proceed to the next and final worksheet. You will not be able to proceed if any of the yellow-shaded cells are incomplete.

The third and final spreadsheet, labeled "3. Application Certification," requires no data entry. This is the certification page that must be printed and signed by the city manager or county administrator, agency head, local Head Start director, and school division superintendent. Once you have reviewed this certification form, you may click on the button

Click Here to Print Your Virginia Preschool Initiative Application

[   ] to print the certification page of your application.

All applicants must e-mail a completed Excel template for fiscal year 2007 by May 15, 2006, to **Cheryl.Strobel@doe.virginia.gov**.

All applicants must also mail the signed hard copy of the certification page by May 15, 2006, to:

<div align="center">

Cheryl P. Strobel
Virginia Department of Education
Office of Elementary Instruction
101 N. 14th Street, 24th Floor
Richmond, Virginia 23219

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If you have any questions regarding the use of the Excel template, please contact Kirsten Olson in the Budget Office at (804) 225-2025 or **Kirsten.Olson@doe.virginia.gov**.

Both submissions (Excel file and signed certification form) are due to the department no later than May 15, 2006. Thank you for completing this application submission.